FINAL PLAT CHECKLIST

A final plat shall be prepared by a registered Illinois Licensed Surveyor on 24" x 36" sheets, unless otherwise approved by the Building & Zoning Director. A graphic scale of 1" equals 100' or less and a north arrow shall be provided, and linear dimensions shall be given in feet and decimals of a foot. Area dimensions shall be given in acres or square feet.

The final plat shall contain the following information (please refer to Section 6C.1.3 of the UDO for exact Final Plat submittal requirements):

	The title of the plat; the name of the subdivision; the name of the owner and of the surveyor; the date of the original design along with the date(s) of all subsequent revisions, if any.
	The location of the property comprising the subdivision indicated by quarter-section, section, township, range, meridian, county, and state, and by legal description of the proposed subdivision by (1) distance, bearings from true north, or angles with reference to a corner or corners established in the U.S. Public Land Survey, or (2) by a land division description as shown on the recorded deed or derived there from.
	A boundary survey of the property comprising the subdivision and showing angles, bearings, azimuths, dimensions and curve data of all existing property and right-of-way lines; the location of all existing recorded easements on the property, if any; a description and location of all survey monuments sufficient to reproduce any line or re-establish any monument in the subdivision or enough information shall be provided so that the required data may be derived by simple calculation.
	Proposed platted improvements, including: • The layout, design and dimensions of all proposed lots, with lots numbered consecutively and gross lot area provided. Unified Development Ordinance 2010 Edition, City of Woodstock, Illinois – Page 6C.4 • The layout and design of all proposed public and private road right-of-way, right-of-way widths and cul-de-sac radii, and proposed street names. • The size and type of proposed utility, drainage, and storm water management, wetland preservation, access, and other easements. • Open space areas shall be identified by type (such as natural resource protection area, private park site, etc.) and designated as outlots. • All lands to be dedicated for schools, parks, or other public purposes shall be identified. • A statement indicating the number of lots and outlots, the total area of the subdivision, and the area dedicated as public street right-of-way, and the area designated for open space purposes.
	Certificates and signature blocks, including: • Owner's certificate and signature block. • Surveyor's certificate and signature block, including statements by an Illinois registered surveyor that required monuments have been set, whether the site is within the City of Woodstock, and whether any part of the site is in a floodplain as identified by the Federal Emergency Management Agency (FEMA) and as referenced on specific FEMA Flood Insurance Rate Map panels. • County Clerk's certificate and signature block. • County Recorder's certificate and signature block. • Plan Commission certificate and signature block. • City Council certificate and signature block. • Drainage certificate and signature block, signed by owner and engineer. • A "Plat submitted for recording by..." certificate suitable for designating the name and address of the individual submitting the final plat to the County Recorder for recording purposes. • School District certificate. • If the property abuts a State highway or State maintained road, an Illinois Department of Transportation certificate and/or signature block may be required prior to recording of the final plat. If the property abuts a County maintained road, a McHenry County Engineer and/or signature block may be required prior to recording of the final plat.

	• Maintenance certificate granting the City the authority to enter storm water management facility areas, open space areas, and similar areas of the subdivision in order to repair and/or maintain common features.
	Reference notes indicating the name and document number assigned by the County Recorder for any agreements, covenants and/or restrictions, if any, affecting the proposed subdivision/PUD shall be provided.
	When the subdivision/PUD contains easements for public utilities, open space, wetland areas, and locations of dedicated ingress/egress routes, language granting use of such easements to all applicable utility companies shall be provided.
	When a subdivision/PUD contains storm water management facilities and other open space areas that are intended to be maintained by a property owner's association or conservation group, covenants and restrictions regarding said association or group and its maintenance duties shall be provided. The covenants and restrictions document shall be reviewed by the City Attorney.
	Within a residential subdivision/PUD, no lot shall be approved, recorded, or sold within the development until a declaration of covenants and restrictions or other document, necessary to establish a permanent homeowners association responsible for the care and maintenance of open space has been approved by the City and has been executed. In lieu of such a homeowners association, the City may approve the use of a conservation organization which shall be responsible for owning or otherwise having jurisdiction over the open space for purposes of care and maintenance. A statement of covenants and restrictions addressing this requirement shall be provided.
	Final IDNR consultation results and reports.

Final engineering plans shall be submitted on 24" x 36" sheets unless otherwise approved by the City Engineer. A graphic scale and north arrow shall be provided and linear dimensions shall be given in feet and decimals of a foot. Area dimensions shall be given in acres or square feet. Final engineering plans shall be numbered consecutively and bound into a package that will include the information and sheets listed below. Based on the design of the proposed development and its environmental and physical characteristics, the City Engineer may waive all or a portion of this information or may require additional information.

Each sheet shall have a title block that identifies the name of the subdivision/PUD, the title of the sheet, the sheet number and the name, address, and telephone number of the design engineer. The date of the original design and any revision dates shall be listed. Revisions as indicated in the revision block shall be noted clearly on all applicable sheets. The following information is required on each of the sheets:

	Cover Page labeled "Cover Page," which shall include: • A location map depicting the location of the subject property in relation to the City of Woodstock and major roads, and the Parcel Identification Number(s) • An index of all the following sheets and a legend of all symbols and abbreviations used in the plans. • The imprinted seal, signature, and license expiration date of the professional engineer responsible for preparing the plans. • Required general notes, required by the City Engineer as applicable. Overall Plan (if required) labeled "Overall Plan," which shall include a depiction of the layout of all lots and road rights-of-way, lot numbers, road names, water mains, sanitary sewers and storm sewers drawn to a scale that is easily read and which can be portrayed conveniently on a single 24 inch by 36 inch sheet. Match lines shall be provided if the overall plan is drawn at a scale of 1 inch equals 50 feet and on multiple sheets. If platted or constructed in phases, the perimeter of each phase shall be designated. Existing Conditions labeled "Existing Conditions," which shall include the same existing conditions information required as part of the preliminary plat submittal. Grading and Drainage Plan labeled "Grading and Drainage Plan, which shall include the following information:

	• Existing conditions as set forth on the Existing Conditions Plan. • Platted improvements, including the location of proposed lots, road rights-of-way and easements, including lot numbers and street names. • Engineered improvements, including the location of proposed structures, roads, sidewalks within the road right-of-way and other impervious surfaces. • Phase limits if the subdivision/PUD will be platted or constructed in phases. • Grading and drainage improvements, including the following: ➢ Topographic survey with contours at not greater than 1 foot intervals. Proposed spot elevations shall be provided at all breaks in grade and where necessary to indicate grade changes in areas of low relief. ➢ Off-site drainage areas, points of discharge and entry, velocity of flow and flow quantities. Indications of flow in all existing and proposed swales and drainage ways, including the slope of channel and existing and proposed cross-sections and profiles. ➢ The location of all existing streams and floodplains to be maintained, and proposed channels to be constructed, including specifications and dimensions of proposed channel modifications, locations and orientation of cross-sections and profiles. ➢ The location of all existing detention basins to be maintained, enlarged or otherwise altered, and proposed basins and their design showing the length, width and dimension; berm elevations; normal and high water elevations, bottom slope elevation, control structure details, and 1 foot contours. ➢ The location, type, length, size and slope of proposed storm sewers and culverts, if any, together with all related structures, including rim and invert elevations. ➢ Proposed culverts and bridges, their materials, elevations and waterway openings. ➢ Cross-sections of all existing and proposed channels or other open drainage facilities showing the elevation of the existing land and the proposed changes thereto, together with the calculated high water elevations expected from stormwater overland flow, and the relationship of structures, roads and other utilities. ➢ Drainage calculations and, if required by the City Engineer, water system modeling data and information. ➢ The limits of grading and other construction activity. ➢ Pavement elevations at each 100-foot center line station point, at street intersections and at the center of cul-de-sacs, and indications of direction of stormwater flow.
	Field Tile Survey/Report, labeled "Field Tile Survey/Report" and which shall indicate existing field drainage tiles located by means of trenching and other appropriate methods. Field tiles disturbed during the site development process must be reconnected by those responsible for their disturbance, unless the approved drainage plan allows for their relocation. The following information shall be included: • A topographic map depicting the location of each trench and identified to correspond with the tile investigation report and field staked at no less than 50 foot intervals. • Location of each drain tile with a flow direction arrow, tile size and any connection to adjoining properties. • A summary of the tile investigation report showing trench identification number, tile size, material and quality, percentage of tile filled with water, percentage of restrictions caused by silting, depth of ground water, and soil texture at grade. • Name, address and telephone number of person or firm conducting tile location investigation.
	Natural Resource Protection/Soil Erosion and Sediment Control Plans, labeled "Natural Resource Protection/Soil Erosion and Sediment Control Plan", prepared as an overlay to the Grading and Drainage Plan described above. For the purpose of legibility, the Grading and Drainage Plan shall be screened before the addition of the Natural Resource Protection/Soil Erosion and Sediment Control information required by this section. The natural resource protection portion of the plan shall include the following information: • The location and extent of all natural resource protection areas and the location, type and nature of all temporary and permanent measures and practices utilized to protect natural resource protection areas from development activities.

	• The location of all trees which are to be preserved and the type and nature of all temporary and permanent measures and practices utilized to protect individual trees and stands of trees from development activity. • A table indicating the gross area prior to development and land disturbing activities of each identified natural resource. • The net area prior to development of each identified natural resource area, and • The percentage of each natural resource area that is protected. The soil erosion and sediment control portion of the plan shall include the following information: • The location and description, including standard details, of all sediment control measures and design specifications of sediment basins and traps, including outlet details. The drainage area tributary to each sediment control measure shall be delineated on the plan. • The location and description of all soil stabilization and erosion control measures, including seeding mixtures and rates, types of sod, method of seedbed preparation, expected seeding dates, type and rate of fertilizer application, kind and quality of mulching for both temporary and permanent vegetative control measures and types of non-vegetative stabilization measures. • The location and description of all runoff control measures, including diversions, waterways and outlets. • The location and description of methods to prevent tracking of sediment offsite including construction entrance details and a description of dust and traffic control measures. • The locations of stockpiles and description of stabilization methods, and descriptions of off-site fill or borrow volumes, locations, and methods of stabilization. • Provisions for maintenance control measures, including type and frequency of maintenance, easements, and estimates of the cost of maintenance. • Identification, including, address, and telephone number, if applicable, of the person or legal entity which will have legal responsibility for maintenance of erosion control structures and measures during development and after development is completed. • A written narrative description of proposed phasing of the construction activity, including stripping and clearing, rough grading and construction, and final grading and landscaping. Phasing should identify the expected date on which clearing will begin, the estimated duration of exposure of cleared areas, and the sequence of installation of sediment control measures, clearing and grading, installation of temporary soil stabilization measures, installation of storm drainage, street and parking area paving, final grading, and the establishment of permanent ground cover and the removal of temporary measures.
	Infrastructure Improvement Plans and Profiles, labeled "Infrastructure Improvement Plan." Plan and profile views shall be shown on the same sheet using the same scale. The plan view shall be located at the top of the sheet with the corresponding profile shown below. Plans and profiles shall be prepared with (1) a horizontal scale between 1"equals 50' and 1" equals 20' and (2) a vertical scale with a 10 to 1 ratio to the horizontal scale. The City Engineer may approve alternate scales. The sheets comprising the Infrastructure Improvements Plan shall contain existing conditions, platted improvements, and phasing limits. The following information shall be provided: • **Road and Utility Improvement Details**. ➢ Plan view: The location of proposed structures, roads, sidewalks within the road right-of-way, utilities, storm sewers, water mains and other impervious surfaces dimensioned and showing widths and offsets from the centerline; the centerline of proposed roadways with construction stationing at 100 foot intervals; complete horizontal curve data for proposed roads; intersection and right-of-way radii; topography of all berms, ponds, swales and drainage adjacent to the right-of-way line; the location, type, length, size and slope of proposed sanitary sewers, storm sewers and force mains, if any, together with all related structures, including rim, invert elevations and connections to offsite collection systems; the location and design of proposed sanitary sewer lift stations, if any; the location, type, length, and size of proposed water mains, together with all vaults, valves, hydrants, service boxes and connections to offsite distribution systems; and the location and design of any proposed wells, well houses, storage facilities, and similar water works; the type and inverts of all culverts with locations noted by station and station offset; the type and inverts of all flared end sections with locations noted by station and station offset.

	➢ Profiles: The gradelines of existing and proposed centerlines; elevations of existing and proposed centerlines at corresponding stations; complete vertical curve data; complete storm sewer and sanitary sewer lines, water mains, culverts and utilities with percent of gradient; and the gradelines of existing and proposed swales lines on both sides of road. • **Road Cross-sections** ➢ This sheet should be labeled "Road Cross-sections" and shall be prepared at a horizontal scale of 1 inch equals 10 feet and a vertical scale of 1 inch 5 feet and shall contain the information listed in the following two items. ➢ Road cross-sections shall be provided at each 100-foot centerline station point, each crossroad culvert, and the center of proposed cul-de-sac and T-turnarounds. ➢ Road cross-sections shall show the existing ground elevation together with all engineered improvements within and under the road right-of-way. The road cross-sections shall show proposed ground elevations meeting existing ground elevation, whether inside or outside the right-of-way.
	Construction Details and Specifications which shall be labeled "Construction Details and Specifications" and shall contain all notes, details and/or specifications required by these and other applicable City regulations and ordinances, and that are needed for the construction of the proposed subdivision/PUD and not provided elsewhere in the Final Engineering Improvement Plans.
	Written Engineering Report presented on 8.5" x 11" paper and bound into a report which includes: • Contact information consisting of the names, addresses, and telephone numbers of all individuals and firms involved in the design and development of the subject subdivision/PUD, including, but not limited to, the developer, engineer, surveyor and landscape architect. • Platted improvement information consisting of the average lot area and gross lot area, the area of impervious surfaces, minimum and maximum lot areas, net lot area, number of dwelling units, and proposed uses. • Site development information, including a statement which names the party legally responsible for maintenance of natural resource protection measures during construction and through the maintenance period. The statement shall contain the responsible party's name, address, and telephone number. This information shall also include a narrative statement of the sequencing of grading, soil disturbance, and construction activities, as well as the temporary and permanent natural resource protection measures to be implemented to mitigate any negative effects of grading and other construction activities, including supporting calculations, estimated schedule for installing, maintaining and removing both temporary and permanent structures and final stabilization and revegetation measures. • A construction schedule in the form of a linear time scale identifying each critical task involved in the construction of the subdivision/PUD and the beginning and completion of each task in relation to each other task. Exact dates are not required during the review of the Final Engineering Plans; however, specific dates will be identified at the time of the preconstruction conference. • An estimate of probable expenditures necessary to construct the proposed subdivision in full compliance with all applicable standards prepared by the engineer in the following order. If the subdivision/PUD is platted in phases, a separate cost estimate shall be prepared for each phase, including but not limited to those listed below: ➢ Mass grading and earthwork ➢ Drainage and stormwater management improvements ➢ Roadway improvements ➢ Sanitary sewer and water main improvements ➢ Landscape improvements ➢ Soil erosion, sediment control, and natural resource protection measures and practices ➢ Consulting services and inspections
	• Specification text providing written specifications relating all work to be performed and material to be installed. The specification text shall be prepared in accordance with the Standard Specifications adopted by the Illinois Department of Transportation.

	Tree Replacement and Landscape/Planting Plan which shall be labeled "Tree Replacement and Landscape/Planting Plan," and shall comply with the standards of Section 8A.1.3, with Appendix JA, with applicable landscape standards adopted by the City Council, and shall include the following information: • The location of proposed lots, road right-of-way and easements, including lot numbers and street names. If the subdivision will be platted in phases, the limits of each phase shall be indicated. • The location of proposed structures, roads, sidewalks within road right-of-way and other impervious surfaces. • The location of proposed parking lot landscape areas, together with the location number, species and size of landscape plant materials, and a parking lot landscape plant schedule. • The location of existing trees to be protected and their protection measures. • Reforestation areas, if required, together with the location, number, species and size of landscape materials.